

Appendix A: Reporting Requirements

Following completion of the activities supported by this grant and no later than 30 days after the end of the grant period, grantee shall submit:

- (1) *California Arts Council/NEA Grants Activity Survey*—a copy of which was included in the grant materials received from the CAC (can also be accessed at <http://www.cac.ca.gov/files/forms.php>);
- (2) A 10% Invoice Form; and
- (3) A Final Report. No standard form provided. Within the context of your ongoing artistic and educational programs, please answer the following questions (no more than 4 pages long):
 - a. Describe the activities supported by the grant. If the AIS grant complemented your budget for specific activities, indicate total dollar amount.
 - b. How did the grant activities deepen your students' artistic experience? (provide specifics)
 - c. How did you measure your participants' sequential advancement in the knowledge, understanding, and skills in the arts? Provide examples.
 - d. Describe how CAC funding supported your organization's ability to serve the school.
 - Provide specifics with number of students served and age range.
 - If applicable, number of families served.
 - Total general public served.
 - e. What do you think were the most important accomplishments and lessons learned through this activity? Unexpected outcomes?
 - f. In what ways is the school you serve stronger or a better place to attend because of your organization's work through this grant?
 - g. Submit samples **with CAC & NEA logos**, of artistic results accomplished with this grant (ex: literary publications, CDs, videos, DVDs, newspaper reviews/articles, programs and flyers, catalogs, postcards, newsletters, etc.). In order to further the CAC's effort to create brand recognition for the arts in California, the placement of CAC logo is required on all printed and electronic matter such as websites, e-newsletters, etc.
 - h. We recommend that you document your work and encourage you to do so using professional photography or in the alternative a high-resolution photo of 300 dpi in .jpd, .pds, or .tif (tif saved for windows) format.